

3-Required Steps to be grandfathered into the new Construction Supervisor Specialty Licenses

1. **Register as a Home Improvement Contractor (HIC):** You must be a registered HIC to acquire a specialty license. If you are a HIC, indicate your registration number on the application. If you aren't a HIC, complete and submit the registration form that is available on-line at <http://www.mass.gov/dps/hic> with this application. If you are employed by a HIC-registered company but your name is not included on their HIC card, complete and submit a supplemental registration card form that is available on-line at www.mass.gov/dps/hic with this application.
2. **Complete the Grandfathered Application:** Complete and submit the *Grandfathered Specialty Construction Supervisor License* application form attached.
 - Indicate each license category being applied for.
 - Attach a **color** photograph clearly showing your face – similar to a driver's license photo, or, sign the waiver form attached to allow us to access your license photo from the Registry of Motor Vehicles.
 - Enclose one \$150.00 check payable to the Commonwealth of Massachusetts for the first license. No additional fee is required if applying for more than one license.
 - Have the application notarized.
3. **Complete the attached letter with a list of your customers demonstrating your experience:** You must submit a signed letter proving you have five years experience in each specialty that you are applying for.

Please **CAREFULLY COMPLETE** this information as incorrect applications will be returned.

If you already have an *Unrestricted or Restricted Construction Supervisor License*, you **DO NOT** need to apply for these specialty licenses.

The Commonwealth of Massachusetts

Department of Public Safety

Application for

Grandfathered Specialty Construction Supervisor License

Applicant Information

Last Name	First Name	Middle Initial	Social Security Number
Residence Address			Date of Birth
City ()	State		ZIP Code
Home Phone	Email Address ()		
Name of Current Employer	Work Phone		
Street Address	City	State	ZIP Code
Current Occupation	Total Number of Years Supervising Construction in Accordance with the Rules and Regulations for Licensing Construction Supervisors		
HIC Registration Number :	Building License (s) currently held:		

License under the Grandfather Provisions

Please review required minimum qualifications on page two

✓ A specialty license costs \$150. This fee covers one or more categories. Please check the categories below: Attach attestation letter for each category.

- | | |
|---|---|
| <input type="checkbox"/> Residential Roof Covering CSL (RCCSL) | <input type="checkbox"/> Demolition Only CSL (DCSL) |
| <input type="checkbox"/> Residential Window and Siding (Weather Protection) CSL (WSCSL) | <input type="checkbox"/> Residential Solid Fuel Burning Appliance Installer CSL (SFCSL) |

I, _____, being the person referred to in the application for a license as outlined in Special Regulation R5 of the State Building Code, do solemnly swear that the statements herein made are true and correct; that the application is made in good faith; that I have complied with all the requirements of law to the best of my knowledge and belief; ; that I am familiar with and have available to me a copy of the latest Massachusetts State Building Code and all of its Rules and Regulations and, that I meet all qualifications to be licensed by the Board of Examiners without being tested. Also, I hereby attest to the fact that I have READ and UNDERSTAND the minimum qualifications for the category of license sought and attest that I meet or exceed these qualifications by virtue of my experience. Under the penalties of perjury, I declare that the information contained in herein is true, correct and complete. I further understand that a false statement made in this affidavit and application is sufficient cause of rejection or revocation of a license issued.

Signature of applicant: _____ Date: _____

Notary Public: _____ Date: _____ Expiration of Commission: _____

License Number: _____ Date of Issue: _____ Expiration Date: _____	Please return completed application along with a check for \$150.00 made payable to: Commonwealth of Massachusetts Department of Public Safety One Ashburton Place - Room 1301, Boston, MA 02108	Affix 1" x 1 1/4" face photo in this space or provide RMV authorization .on next page.
Date Received: _____ Check Number: _____ Transaction Number: _____		

Authorization for Release of RMV Photograph

My signature below authorizes the Department of Public Safety to electronically access my photograph from the Massachusetts Registry of Motor Vehicles database solely for use on this license/registration.

MA-RMV photo release authorization signature

Minimum Qualifications for Grandfathered Licensing

To be considered for licensing under the grandfather provisions each applicant for license must prove to the Board that he/she possesses at least the minimum qualifications identified below for the category of license sought.

Residential Roof Covering Construction Supervisor License (RCCSL)

Candidates for this license who can demonstrate to the satisfaction of the Board that they have had at **least five years** experience in the supervision of individuals engaged in the installation, alteration, repair, or removal of residential roof coverings as defined by this code shall receive a license in this category without being required to examine. **Said experience shall be within the period spanning January 1990 to July 2008.** Acceptable evidence in demonstration of this requirement shall be in the form of a letter of attestation by the candidate indicating that he/she possesses such minimum qualification and identifying specific projects (spanning a period of at least a five years during the noted time frame) in which the candidate was involved with residential roof projects, noting the name of the owner and address of said projects. Said letter shall be made part of the application to examine as described in Section R5.2.6.

Residential Window and Siding (Weather Protection) Construction Supervisor License (WSCSL)

Candidates for this license who can demonstrate to the satisfaction of the Board that they have had at **least five years** experience in the supervision of individuals engaged in the installation, alteration, repair, or removal of residential windows and/or siding as defined by this code shall receive a license in this category without being required to examine. **Said experience shall be within the period spanning January 1990 to July 2008.** Acceptable evidence in demonstration of this requirement shall be in the form of a letter of attestation by the candidate indicating that he/she possesses such minimum qualification and identifying specific projects (spanning a period of at least a five years during the noted time frame) in which the candidate was involved with residential window and siding projects, noting the name of the owner and address of said projects. Said letter shall be made part of the application to examine as described in Section R5.2.6.

Residential Solid Fuel Burning Appliance Installer Construction Supervisor License (SFCSL)

Candidates for this license who can demonstrate to the satisfaction of the Board that they have had at **least five years** experience in the supervision of individuals engaged in the installation, alteration, repair, or removal of residential solid fuel burning appliances as defined by this code shall receive a license in this category without being required to examine. **Said experience shall be within the period spanning January 1990 to July 2008.** Acceptable evidence in demonstration of this requirement shall be in the form of a letter of attestation by the candidate indicating that he/she possesses such minimum qualification and identifying specific projects (spanning a period of at least a five years during the noted time frame) in which the candidate was involved with residential solid fuel burning projects, noting the name of the owner and address of said projects. Said letter shall be made part of the application to examine as described in Section R5.2.6.

Demolition Only Construction Supervisor License (DCSL)

Candidates for this license who can demonstrate to the satisfaction of the Board that they have had at **least five years** experience in the supervision of individuals engaged in the demolition or removal of single and two-family dwelling buildings and accessory structures as defined by this code shall receive a license in this category without being required to examine. **Said experience shall be within the period spanning January 1990 to July 2008.** Acceptable evidence in demonstration of this requirement shall be in the form of a letter of attestation by the candidate indicating that he/she possesses such minimum qualification and identifying specific projects (spanning a period of at least a five years during the noted time frame) in which the candidate was involved with the demolition or removal of single and two-family dwelling buildings and accessory structures, noting the name of the owner and address of said projects. Said letter shall be made part of the application to examine as described in Section R5.2.6.

R5.2.15.1 Responsibility for Work: The license holder shall be fully and completely responsible for all work for which he/she is supervising. He/she shall be responsible for seeing that all work is done pursuant to this code and the drawings as approved by the Building Official.

R5.2.15.2 Responsibility to Supervise Work: The license holder shall be responsible to supervise the construction, reconstruction, installation, alteration, repair, removal or demolition for the category of license held pursuant to this code and all other applicable Laws of the Commonwealth even though he, the license holder, is not the permit holder but only a subcontractor or contractor to the permit holder.

Required Letter with Customer List for Grandfathered Specialty Licenses

Print Your Name: _____

<i>License Type:</i>		<i>Required Customer Information:</i>			
		Month/Year	Name	Address	Telephone
Roofing	1.				
	2.				
	3.				
	4.				
	5.				
Window/Siding	1.				
	2.				
	3.				
	4.				
	5.				
Demolition	1.				
	2.				
	3.				
	4.				
	5.				
Solid Fuel	1.				
Burning	2.				
	3.				
	4.				
	5.				

Please accept this letter in demonstration of my qualifications. I hereby declare, under penalties of perjury, that I possess at least five years experience in the specialty license category(s) for which I am applying.

Your Signature and Date: _____

*Instructions: Provide **five** references for **each** license requested. References must span at least the last five years but may go back as far as 1990. Remember to **sign this form**.*